

# Answer Sheet Review Form

Mail completed Form to National Restaurant Association Solutions, Exam Administration Department, 175 West Jackson Boulevard, Suite 1500, Chicago, IL 60604-2814, or fax it to 866.665.9570 (toll-free) or 312.583.9853 (local direct). Please call Exam Administration at 800-765-2122, ext. 6703 to confirm receipt of the form.

Please Print

\_\_\_\_\_  
Date request sent to National Restaurant Association Solutions

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Instructor/Proctor Name Requested By

\_\_\_\_\_  
Contact Phone Number Fax Email

\_\_\_\_\_  
Class Number (very important!)

\_\_\_\_\_  
Examination Date (required)

\_\_\_\_\_  
Explanation of Concern

If this concern involves an examinee(s), please provide name(s)

\_\_\_\_\_

\_\_\_\_\_

- **Requests for re-grades must be submitted by the Proctor of the Exam.**
- **Concern(s) will only be addressed if this form is submitted within 60 days of the examination date, or if the Exam results were received within the previous 30 business days.**
- **Allow 5-7 business days for processing.**
- **Please attach class analysis report if possible. Feel free to provide additional information.**
- **Written responses to Answer Sheet Review Forms are provided via email or fax.**

## NRA Solutions Internal Use Only

\_\_\_\_\_  
Date Answer Sheets Recorded Certificate Print Date Date Research Request Received

\_\_\_\_\_  
Date Researched

\_\_\_\_\_  
Error made by  Customer  NRA Solutions Specialist Initials Who Made Error

\_\_\_\_\_  
Course name  ServSafe®  ServSafe Alcohol®  ManageFirst™  ProStart®  FMP®  ProMgmt.®

\_\_\_\_\_  
Account Specialist Initials Date Request Completed

\_\_\_\_\_  
Resolution